



Job Opportunity City of Kankakee

Position: Paid Summer Intern for The Mayor's Office

Position Purpose: The Summer Intern for the Mayor's Office will work directly with Kankakee United and the 2020 Census initiatives for the City of Kankakee.

Essential Functions (list in order of importance including measures)

1. Assist with the marketing and distribution of information regarding the 2020 Census
2. Help plan and implement events and outreach for both Kankakee United and 2020 Census initiatives
3. Work with Outreach Team to insure websites and social media are up to date on information regarding the 2020 Census and Kankakee United
4. Assist with other administration initiatives as directed

General Job Requirements:

- Currently enrolled in an accredited Political Science, Communications, Social Work or related college program.
- Resident of City of Kankakee
- Good communication skills (written and verbal)
- Must be available for remainder of Summer (20- 25 hours a week)

To apply submit resume to Jllexson@citykankakee-il.gov or download application and drop off to Human Resources Department at 304 South Indiana Kankakee, IL 60901